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CIL & S106 2023, Full Proposal Part Two: Full Project Proposal Form



V1.00

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FOR OFFICE USE ONLY	ID No:	Eligible: Y / N / Not complete	
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Before completing please complete Part One: Eligibility Form Section 1: Summary of the Proposal

1a. Name of Project: Docklands Community Legacy Investment

1b. Where do you plan to deliver your proposal: Area Committee (tick box)

AC1	Avonmouth & Lawrence Weston; Clifton, Clifton Down; Hotwells & Harbourside, Stoke Bishop; Westbury-on-Trym & Henleaze	
AC2	Bishopston & Ashley Down; Cotham; Horfield; Henbury & Brentry; Redland; Southmead	
AC3	Eastville; Frome Vale; Hillfields; Lockleaze	
AC4	Ashley; Central; Easton; Lawrence Hill; St George Central; St George Troopers Hill; St George West	X
AC5	Bedminster; Brislington East; Brislington West; Knowle; Southville; Windmill Hill	
AC6	Bishopsworth; Filwood; Hartcliffe & Withywood; Hengrove & Whitchurch; Stockwood	

1c. Ward and site(s):

1d. Summarise the project you want to deliver: **(50 words maximum)**

We want to enhance and improve the opportunities available to local VCSE organisations in Ashley Ward, through the refurbishment of our site at Beggars Well Close office space and additional works at our Docklands community centre's drainage system. We offer tenancies in our community buildings to other VCSE organisations, at an affordable rate, thereby promoting sustainability and security of tenure.

1e: Fund Sources	How much are you seeking?	
CIL	£	35,000

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S106	£	
Total:	£	35,000

Section 2. Your Project details:

Section 2a. Name of your group or organisation: Full Circle Docklands Ltd

Section 2b. Your Organisation:

Briefly describe your organisation's core purpose and activities (less than 100 words)

Full Circle Docklands was founded in 1980 and provides a provision of essential support for the Ashely Ward community. We take a holistic approach to enhancing life opportunities by offering service users a variety of aspirational activities, and experiences. We support people to reach their potential, regardless of their background. We provide new creative arts, media, sports, education and training programmes that can inspire, motivate and engage our community. In 2015 we took over the running of our building which we obtained through the Community Asset Transfer with Bristol City Council.

Full Circle is well established in St Paul's, predominantly an Ethnic Minority population, working collaboratively with other organisations in the area. We have good relationships with the community, voluntary sector and statutory agencies. Our key objective is to promote local cohesion, cultural awareness and inter-generational work between the families that now live here.

To date we have supported our community with a provision of services for youth, elders and families. As we refine our services, guided by the generous Leadership approach, we would like to expand and develop the sustainability of our organisation. We work with the Ethnic Minority networks in Bristol and other organisations to develop our shared vision and objectives that further support our local community.

Section 2c. Your Project:

The refurbishment of our Beggarswell Close Office/Space
The replacement of the drains in the Docklands Community Centre

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2d(i): CIL-funded projects

See Guidance (Section 3: CIL Criteria): this is the place to set out how your project meets the **technical criteria** for use of CIL funding (2di & 2dii). Then describe how your project will address the issues you've identified and/or what improvements it will deliver.

**How does your project support development by delivering:
(500 words maximum)**

i. the provision, improvement, replacement, operation or maintenance of infrastructure:

Our project is integral to community development in Ashley Ward, directly addressing the provision, improvement, and operation of essential spaces. The refurbishment of Beggarswell Close and additional works at our Docklands community centre aims to offer affordable tenancies to local Voluntary, Community, and Social Enterprise (VCSE) organisations, ensuring accessible physical spaces for effective service delivery and sustainability. The project involves improving and enhancing our community buildings, creating a more conducive environment for VCSE organisations, contributing to the overall improvement of existing community infrastructure.

The refurbishment aligns with our commitment to supporting collaboration between diverse communities, making Beggarswell Close a focal point that brings representatives from Sub-Saharan Africa and the African-Caribbean community together, encouraging cultural integration and collaboration through shared community spaces. Moreover, the project supports at least two small start-up organisations, adding dynamism to the community, supporting the growth of new organisations within Ashley Ward.

And/Or:
<p>ii. address the demands that development places on the Area Committee area:</p> <ul style="list-style-type: none">• Describe the demands placed by development that this project is addressing:• What evidence of these demands is there? (Include any data evidence; local plans, surveys, Neighbourhood Development Plans) <p>Our project directly addresses the growing demand for community spaces in Ashely, as we provide affordable tenancies for local organisations, alleviating the strain on existing facilities. Acknowledging the demand for inclusive spaces, our cultural integration initiative aims to bridge communities by providing a shared platform for representatives from Sub-Saharan Africa and the African-Caribbean community. Our “office hire/space rental” waiting list consistently indicates an increased demand for community spaces and services. Knowing this need ensures we are focused in our approach to address and help alleviate this issue.</p>
<p>iii. How will this project address the demands you’ve identified? What are the chief benefits that the project is designed to deliver?</p> <p>This project responds dynamically to community needs, offering adaptable spaces for VCSE organisations and for emerging entities. Innovative cultural integration enables collaboration among diverse communities, ensuring a responsive and supportive approach to emerging needs. The chief benefits include flexible, culturally enriched spaces, and a mentorship-driven ecosystem. This design ensures sustained community growth, empowerment, and amplification of impact for emerging organisations within the area.</p>

2d(ii): S106-funded projects

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Insert the S106 reference code(s); amount; purpose and expiry date: (this will be used to check that your project meets the terms of the S106 Legal Agreement)			
Permission / Site / S106 Code	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution
How does your project meet the purpose of the S106 fund(s) and how does it address local needs and priorities?			

Section 2e. Describing Success:

How can you demonstrate that your proposed project will address the demands and needs you've identified? How will you measure and demonstrate positive changes to the Area Committee and to local communities?

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Propose **at least one** and **up to three** outcomes and associated measurable indicators (up to 3 per Outcome) to describe the improvements your project will make

Write no more than 25 words for each Outcome. Please use SMART Indicators and concrete proposals to evidence achievement. This will be followed up in Project Monitoring			
Outcome	Description	Indicator or Measure	Proposed evidence
Outcome 1	Supports an increased demand for vital services	Increase in Membership and reach	Record new memberships, client bookings and footfall over a 12 month period after planned works completed
		Increased positive feedback from young people, service users and project facilitators.	Taking a pre project benchmark of feedback about our buildings from the users who deliver activities there and service user
		Broader range of intergenerational projects taking place in our building and community spaces managed by FCD	Measure and identify different activities that take place in 12 month period after planned works
Outcome 2	Support demand placed on community facilities, increased opportunity for community cohesion	Community engagement events	Gain number and demographic breakdown over 12 months after planned works to record any changes in local users/attendees
		Increase number of local residents and community groups using the hall	Measure number of bookings received by local groups and residents over 12 months after improvements
		People are happier in a warmer space	Gather user feedback regarding upgraded offices and spaces

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Outcome 3	Annual savings on repairs	Reduce energy consumption	Saving money on plumbing and drainage costs, compared to previous years.
		Increased life expectancy	Building functions will have an increased life expectancy once it's replaced.
		Increased life/reduced maintenance on drainage system	The replaced drains in the building require less annual maintenance and increased life expectancy.

Section 3. Equalities, Inclusion and Public Sector Equality Duty

Both devolved Section 106 and CIL monies are the responsibility of Bristol City Council. Their use is covered by Bristol City Council's **Equality and Inclusion Policy and Strategy 2018–2023** and the **2010 Equality Act Public Sector Equality Duty** (see [Equalities policy - bristol.gov.uk](http://bristol.gov.uk/equalities-policy)).

All project proposals completing this proposal MUST attach a completed **Public Sector Equality Duty and Equalities Impact Assessment** to demonstrate how your project supports relevant elements of these policies.

Please tell us how your project has been designed to deliver positive impacts and mitigate any negative impacts on people with protected characteristics as set out in the 2010 Public Sector Equality Duty and identified Equalities communities within those protected characteristic categories.

See **Appendix 1** for the table template and see the Guidance for information about how to complete it.

Your Full Proposal will not be considered for funding without a completed Public Sector Equality Duty and Equalities Impact Assessment.

Section 3a. Public Sector Equality Duty and Equalities Impact Assessment	Tick to confirm
completed and attached	y

Section 3b. **Equalities-led organisations:**

Tell us if at least half your organisation's board (trustees or directors) are:

	Y/N
Black, Asian and minority ethnic people	y
LGBT people	na
Disabled people	y

Section 3c. **Disabled Access to Capital Projects:**

Please explain below how you will ensure that high quality access for Disabled people will be delivered by your project? Please note: your project will not be funded unless you can demonstrate how it will be fully accessible.

200 words maximum

Our project places a strong emphasis on inclusive design to guarantee high-quality access for disabled individuals. We are committed to integrating universal accessibility features in all capital projects, aligning with relevant standards. This encompasses wheelchair ramps, clear signage and accessible entrances, and facilities to ensure equitable access. We may collaborate closely with disability advocacy groups to inform our design, ensuring a comprehensive understanding of diverse needs. Consultations with disabled individuals will be conducted, ensuring their insights directly shape project accessibility. Our dedication extends to ongoing evaluations, promptly addressing any emerging access challenges and ensuring the sustained inclusivity of our capital projects.

Section 3d. Involving the community

How have you already, and how will you, involve the wider community with your project, including Equalities communities and groups with Protected Characteristics under the 2010 Equality Act?

100 words maximum
 We actively engage the wider community through open forums, workshops, and surveys to gather diverse perspectives. Specifically, we focus on involving diverse communities and groups with Protected Characteristics under the 2010 Equality Act through targeted outreach, inclusive events, and partnerships with community leaders and groups. This approach ensures that our project not only reflects but also directly involves and addresses the unique needs of all community members, promoting a collaborative and inclusive development process.

Section 4. Project Delivery Details

Section 4a. Land/Resource ownership. Please demonstrate your Project has permission to be delivered from any third-party owner of the land or resources it will impact on:

Land/Resource ownership				
Who owns the land or resources your project will impact on?	Bristol City Council			
Have you got their permission to deliver this project?	Yes		No	x Because the work we want to complete does not include changes to the structures of the buildings.
If "yes" please provide contact details	Name: Tel:			

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	Email:
If “no” please state when you will know .	
	Written confirmation of permission – please attach

Section 4b. Delivery Track record: what resources, skills, experience, knowledge, quality assurance processes and networks will your organisation use to successfully deliver the project? How will you deliver this project?

200 words maximum

The centre manager and the board of directors have previously overseen a project where the Docklands centre was fully refurbished in 2019 with structural work included. From this we have increased our skills and knowledge in working with architects, surveyors, building companies / contractors and heating engineers.

Because of our previous experience we bring a robust set of resources and skills to ensure successful project delivery. Our team combines extensive experience in project management, community engagement, and development. Leveraging our knowledge of local dynamics and a history of successful collaborations, we employ stringent quality assurance processes. Regular assessments, feedback mechanisms, and comprehensive reporting are integral to our delivery strategy. We are well-connected within the community, maintaining strong networks with local stakeholders, councils, and relevant agencies. Our proven track record, coupled with a commitment to transparency and efficiency, positions us well to navigate challenges and deliver impactful outcomes for the proposed project.

Section 4c. Delivery timetable and key events/activities:									
Please complete the table below to set out the key actions and events which you will deliver to complete your project and the anticipated time scales.									
Month/Period/ Year:	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024
Key Milestones: Beggarswell Close Refurbishme nt	Quotes gathered and contractor s booked	Beggar Wells work started	Beggarwel ls work continued	Beggarwel ls work continued	Beggarsw ell work completed	New office space advertised for rental			
Docklands Drainage System Replacement	Consultati ons for replaceme nt of drainage system	Quotes gathered and contractor s booked	Drainage system replaceme nt work to start	Drainage system replaced and complete					

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Section 4d. Project Delivery Budget

Capital costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income
Replacement of drainage at Docklands Centre		£12k							£12k
Beggarswell Refurbishment		£20							£20k
Project Contingency		£3k							£3k
A. Total Project Capital Totals		35k							£35k
Revenue Costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested*	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income

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B. Total Revenue Costs									
Combined Capital and Revenue Costs (A + B)									

* Bristol City Council has already retained 33% of all relevant S106 contributions to support revenue costs

Section 4e. How would you manage delivery of your project if the Area Committee offers you less funding than you are requesting?

% reduction	Management of project
10%	We may need to refine our approach by engaging in negotiations with selected contractors, ensuring alignment with our budgetary constraints while striving to accomplish our task.
30%	A strategic decision entails forgoing the replacement of drains at our Docklands Community Centre.
50%	Securing additional funding becomes imperative to guarantee the successful completion of the Beggarswell Close refurbishment, a crucial step in our commitment to enhancing community spaces.

Section 4f. How have you arrived at your project costs?

Have you:

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	Describe your approach
Obtained a range of quotes?	Yes
How did you choose your final quote?	We chose quotes from local contractors that we regularly use and trust. We have built relationships with these companies and as we are a charity, they give back to us in various ways, e.g.: prioritising maintenance, discounts on labour or materials. The quality of their work is proven and they ensure their prices are competitive offering the best value
How have you calculated your revenue/ maintenance costings?	Through quotes from local contractors
Please provide evidence of the quotes you've obtained	Happy to send quotes separately.

Section 4g. CIL/S106 Payment release schedule

If your Full Proposal is approved, how would you like to have your funding released? BCC departments will arrange this with the Planning Obligations Officer.

Voluntary and Community Organisations: please complete the table below, fitting your payment requests with your project timetable.

	Funding request 1	Funding request 2	Funding request 3
	(Month & year)	(Month & year)	(Month & year)
Amount requested:	March 2024	June 2024	September 2024

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	£10k release	£15k released	£10k released
Total CIL/S106 funding:	£10k	£15k	£10k

Please return the completed form by email to: communities@bristol.gov.uk

By the deadline communicated to you by email.

We can no longer accept hand delivered application forms
